

RESPONSIBILITIES

Employee or Employee's Representative:

1. Initially notify supervisor of medical emergency.
2. Complete [OPM Form 630](#), provide required medical documentation and submit to supervisor for approval.
3. Keep supervisor and Leave Share Coordinator updated on status of medical emergency on a frequent basis.
4. If the emergency continues past the medical documentation's expiration date, updated medical will need to be provided to the supervisor and Leave Share Coordinator.
5. Use donated leave only for the purpose for which it was approved.
6. Notify supervisor and Leave Share Coordinator in writing immediately when the medical emergency has ended and terminate participation in the Leave Share Program.

Supervisor:

1. Work with Human Resources staff to ensure that the employee is notified of the available options including: disability retirement, telework, other leave programs (such as Family Medical Leave and LWOP) as well as procedures under the Voluntary Leave Transfer Program.
2. Review OPM Form 630 and attached medical documentation and complete box 17 on the form recommending either approval or disapproval of participation in the program.
3. Give OPM Form 630 and attached medical documentation to Leave Share Coordinator and work with that individual as needed.
4. Monitor employee's progress and that a medical emergency continues to exist.
5. **Advance of Leave:** **DO NOT OVER ADVANCE LEAVE.** The maximum allowed for advance sick leave is 240 hours and the maximum for annual leave is up to the amount they will accrue by the end of the leave year. All advanced leave must be approved by the second level supervisor.
6. Ensure that the employee uses donated leave only for the purpose for which it was approved.
7. Timekeepers have the time and attendance codes needed to code leave share on an employee's timesheet. Contact them with coding questions.
8. While the emergency exists, ensure medical documentation from the employee via memorandum from the treating practitioner is kept current.
9. Take steps to ensure the Leave Share Coordinator in HR is notified of the termination of participation in the Voluntary Leave Transfer Program when the medical emergency has ended.
10. Document efforts made to cover work normally performed by the recipient (i.e., use of contractor services, overtime, etc.) to determine the degree the absence impacts the agency.
11. Contact the Leave Share Coordinator when the recipient has been on the leave share program for more than one year or if a hardship to the agency exists.